

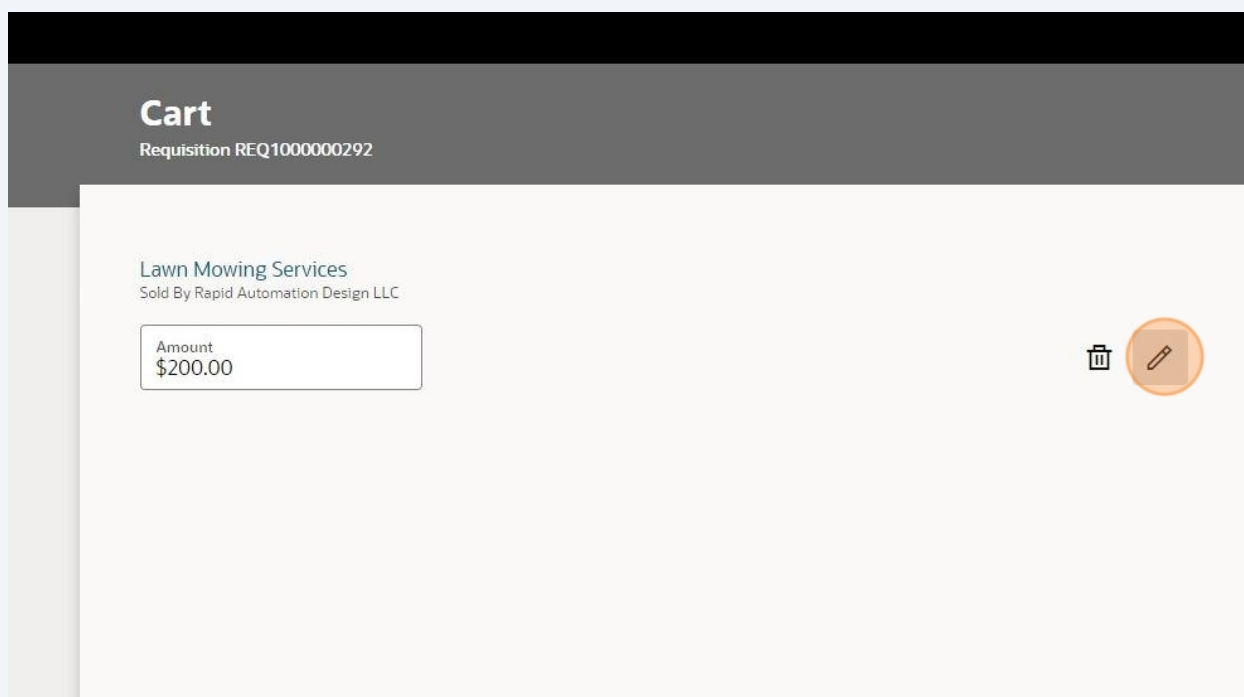
How to Split A Line Item into Two GL Codes



Alert! This training shows a specific task. This training starts with an item in the cart that is ready to split. If you are not sure how to add a line to the cart, please go back to the training list and choose a training that walks you through the entire requisition process. For example, Non-Catalog Req (Amount Based).

1

From the "Cart", click the "Pencil" icon to split a Line Item into two GL codes



2 Scroll down to "Billing" and click the 3 Dots (...)

Attachments

Category
Internal to Requisition

Drag and Drop
Select or drop files here.

URL


Billing

Total

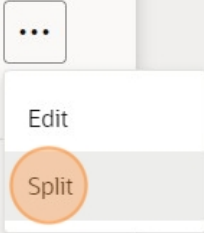
Total Percentage	Total Amount
100	\$200

Distribution 1
10-1100001-106006-539100-000-0000-00-0000

Percentage	Amount
100	\$200



3 Click "Split"



...

Edit

Split

4

To split a transaction, first, enter a dollar amount or percentage. (**Choose Amount or Percentage, not both**)

The screenshot shows a transaction entry form. On the left is a grey sidebar with a dashed box and an 'Add URL' button. The main form area has a light yellow background. At the top, there are two input fields: 'Amount' and 'Percentage', both circled in orange. The 'Amount' field has a 'Required' label below it. Below these is a 'Budget Date' field with the value '8/27/2024' and a calendar icon. The 'Project costing' section has a 'Project Number' dropdown. The 'Charge account' section has two radio buttons: 'Select favorite charge account' (selected) and 'Enter charge account number'. Below is a 'Charge Account Nickname' dropdown with the value 'Supplies Account' and a blue information icon. At the bottom, a blue information icon is followed by the text '10-1100001-106006-539100-000-0000-00-'.


5


In this example, \$130 of the \$200 total is split into Distribution 2.

6 Click "Enter Charge Account Number"


Distribution 2

Amount 130.00	Percentage
------------------	------------

Required 


Budget Date
8/27/2024 


Project costing

Project Number 

Charge account

Select favorite charge account Enter charge account number

Charge Account Nickname
Supplies Account 

 10-1100001-106006-539100-000-0000-00-0000

7

Click the "Charge To" field and delete the default charge account listed.

Project costir

Account	5391...	Operating Su
Program	000	DEFAULT PRC
Activity	0000	Default Activi

Charge accou

InterCo	00	DEFAULT INT
Future	0000	DEFAULT FUT

Select favorite

Charge To
10-1100001-106006-539100-C

Add URL

8

Enter the GL Code

ing

unt

Enter charge account Enter charge account

Charge To
10-1100001-106006-539107-C

Enter valid segment values for these segments:
Account



Tip! The GL code can be copied and pasted into the "Charge To" field. Otherwise, type the GL code into the the "Charge To" field.

9

When typing the GL code, multiple options will appear in the drop down menu. Select the appropriate code by clicking on it or press enter after typing in the code.

Charge account

Select favorite charge account Enter charge account number

Charge To
10-1100001-106006-539107-

Program	Description
000	DEFAULT PROGRAM
210	INSTRUCTION
220	RESEARCH
230	PUBLIC SERVICE
240	ACADEMIC SUPPORT

10

For example, to type the code in manually type, 10 **enter** 1100001 **enter** 106006 **enter** 539107**enter** 000**enter**0000**enter**00**enter**0000**enter**

11 Click "Create"

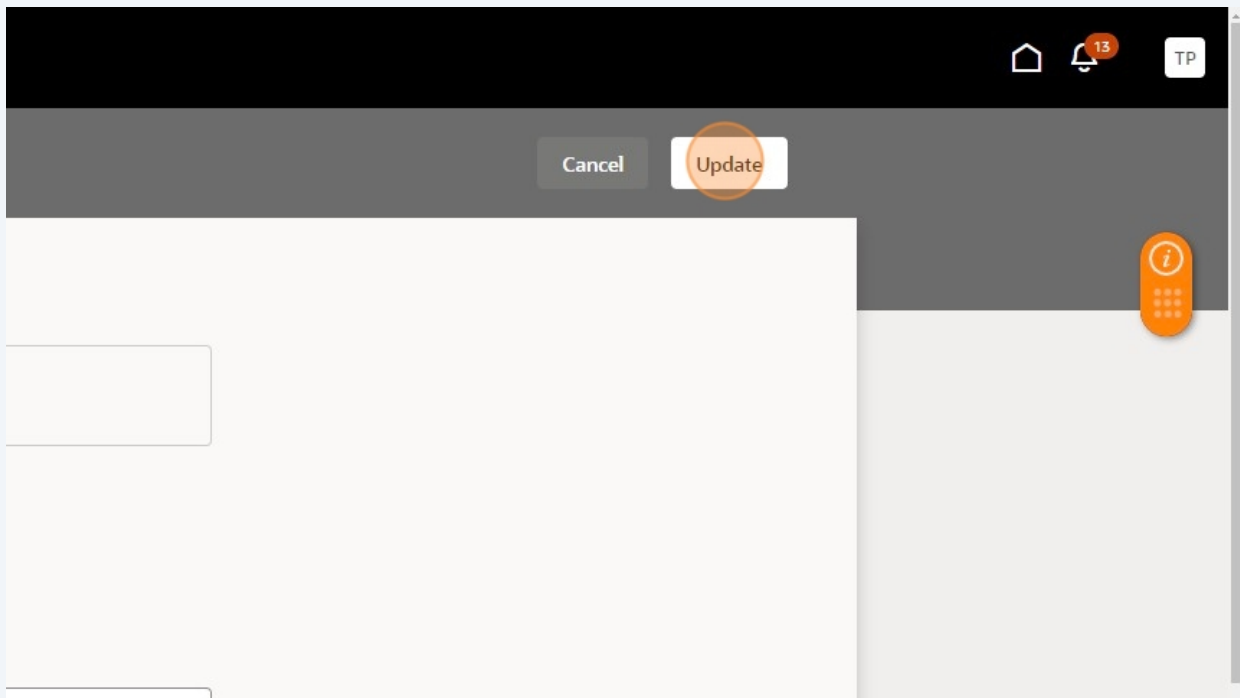
Charge To
10-1100001-106006-539107-C

Cancel Create

12 The billing is now split, \$70/\$130 between the two distributions.

Billing	
Total	
Total Percentage	Total Amount
100	\$200
Distribution 1	
10-1100001-106006-539100-000-0000-00-0000	
Percentage	Amount
35	\$70
Distribution 2	
10-1100001-106006-539107-000-0000-00-0000	
Percentage	Amount
65	\$130

13 Click "Update"



14 Congratulations! You have split a line item using two different GL Codes.